



INTERNATIONAL REGISTRATION PLAN 2012 RENEWAL INSTRUCTIONS

Name Change - The Division of Motor Vehicles, Bureau of Motor Carrier Services is now the Division of Motorist Services, Bureau of Commercial Vehicle and Driver Services (CVDS).

IMPORTANT INFORMATION

➤ **PRISM participation begins with January 2012 registration.**

You will notice on your renewal printout that we are requesting some new information. Beginning with the January 2012 registrations, Florida will have completed its transition into full compliance with the PRISM requirements. The USDOT number, Tax Payer Identification Number (TIN) and information concerning who is responsible for the safety of each vehicle are all required fields on your renewal, original, and supplemental applications. Please review the PRISM information located on the department's website. If you have questions, you may contact the Federal Motor Carrier Safety Administration (FMCSA) at 800-832-5660, or the Florida Bureau of Commercial Vehicle and Driver Services at 850-617-3711.

➤ **New Renewal Format**

Florida IRP renewal forms are now printed on 8 ½" x 11" paper, and are being mailed in smaller envelopes. This is a cost saving measure. To allow the required information to be contained in a smaller space, the format has also changed. Since most accounts did not use the extra pages that we included for you to add vehicles, we have removed those pages from the packet. If you are adding vehicles to your fleet at renewal, you must use the IRP Application, Form HSMV 85900, with a revision date of 10/10 and attach it to your renewal. Previous versions of the application do not contain all the required information. If you are renewing using the electronic filing system, add vehicles must be completed as a separate supplement. You can not include the add vehicles in the renewal supplement on the electronic filing system.

➤ **Unified Carrier Registration (UCR)**

Florida is not a participant in the UCR program. To travel in the UCR participating jurisdictions you must register and pay the appropriate fees. You should contact either Alabama or Georgia, whichever is closest to you. Your IRP account will remain with Florida.

Also, for your convenience, you may log on to the State of Indiana's website to register and pay for UCR online. Contact information for all three states is listed below:

- Alabama (334) 242-5176
- Georgia (404) 362-6484
- Indiana (317) 615-7350, www.ucr.in.gov

COMMERCIAL VEHICLE ELECTRONIC FILING

Skip the Trip and take advantage of the department's electronic filing system for commercial vehicles. You may file IRP renewals and other IRP applications, file International Fuel Tax Agreement tax returns, order decals, and pay for all via the Internet. To register for e-filing with us, you may obtain an application online at <http://www.flhsmv.gov/html/welcome.html>.

Completing Your Florida IRP Renewal

Your preprinted IRP Renewal Application contains all the vehicle and jurisdiction information that was included on your account and registrations in the previous year. Please utilize this form when processing your renewal. If you misplace this form and must use an IRP application, you must use IRP Application Form HSMV 85900 with a Revision Date of 10/10 or later. Applications with an earlier revision date may not be accepted.

When completing your renewal, please type or print neatly using black or blue ink. Be careful and review your application before sending. You must complete the renewal application fully and provide all required information. Applications that are missing information, are not signed, or are lacking the required attachments are considered incomplete and will not be processed. You will receive a letter informing you of any additional information needed.

➤ Review the information on your preprinted renewal and correct where necessary:

- ✓ Verify that all social data (name, address, contact, etc.) is correct and current.
- ✓ Verify and/or add the US DOT Number, Taxpayer Identification (TIN) Number and safety information for each vehicle.
- ✓ Verify all vehicle information, including the Gross Vehicle Weight (GVW).

➤ Add or Delete vehicles from your renewal:

- ✓ Delete vehicles by marking through the vehicle information with a red pen.
- ✓ Add vehicles by completing an IRP Application, Form HSMV 85900, with a revision date of 10/10 and attach it to your renewal. The application can be accessed at <http://www.flhsmv.gov/dmv/forms/BMCS/85900.pdf>.

➤ Complete the Mileage Schedule:

- ✓ Enter miles traveled for each jurisdiction for the period **July 1, 2009 through June 30, 2010. (October renewals use July 1, 2010 through June 30, 2011 mileage year)**
 - If you are adding a new jurisdiction, in which you did not travel during the mileage period, enter the mileage as **"ESTIMATED"**.
 - If you traveled in a jurisdiction during the mileage period, but do not want it on this year's cab card, enter the miles traveled as **"INACTIVE"**.

➤ Documents to Include with Your Renewal:

If you process your renewal at one of the walk-in service centers, please make copies of these documents ahead of time so the registration process is not delayed for other customers. There may be a charge for excessive copies or faxes made by bureau personnel.

✓ **Proof of ownership:**

- You must provide proof of ownership for any newly added vehicle(s), or for any existing vehicle(s) on your pre-printed renewal that do not indicate a Florida title number.
- If your proof of ownership document is NOT from the State of Florida, you must provide a letter from the lien holder stating that there is a lien on the vehicle, a copy of the front and back of the out-of-state title and a VIN verification form (HSMV 82042).
 ...OR...
- Provide a lease for the vehicle from an out-of-state carrier, a copy of the front and back of the out-of-state title and a VIN verification form (HSMV 82042).

✓ **Proof of insurance:**

- All proofs of insurance must include the endorsement as provided by Section 320.02(5) (e), Florida Statutes, that the policy may not be cancelled on less than 30 days written notice by the insurer to this department.
- All proofs of insurance must include Personal Injury Protection (PIP) as required by Section 627.733, Florida Statutes. (Note: The PIP coverage information must also be reported to the State of Florida electronically as required by 324.0221, Florida Statutes.)
- Must be Combined Single Limit or all individual coverage limits must meet the following required amounts.
 - Vehicles registered "For Hire" – minimum \$750,000
 - Buses with seating capacity less than 16 - \$1,500,000
 - Buses with seating capacity of 16 or more – \$5,000,000
 - Vehicles registered as "Private" with a Gross Vehicle Weight of:
 - 26,000 to 34,999 ----- \$ 50,000 per occurrence
 - 35,000 to 43,999 ----- \$ 100,000 per occurrence
 - 44,000 and over ----- \$ 300,000 per occurrence
- If the insurance is in the name of the company you are leased to, a copy of your lease agreement must be provided.

✓ **Proof of payment of Federal Heavy Vehicle Use Tax:**

For vehicles registered at 55,000 lbs. or greater, you must provide one of the following acceptable proofs of payment of Heavy Vehicle Use Tax. If you process your renewal via the internet or by mail, we will return your original Form 2290 with your registration.

- The **original** Form 2290, Schedule 1, stamped received by IRS; **OR**
- A copy of Form 2290, Schedule 1, stamped received by IRS, and a copy of the cancelled check (front and back) showing payment was made to the IRS for HVUT; **OR**
- The electronically filed Form 2290, Schedule 1, showing the watermark receipt.

*For additional information on filing Form 2290, please contact the IRS Form 2290 Call Site at 1-866-699-4096. **FYI** – Carriers with 25 or more vehicles **MUST** file the 2290 electronically at <http://www.irs.gov/efile/article/0,,id=170570,00.html>.*

✓ **Proof of Address for New Physical Location:**

If you are changing your physical location on this renewal, you **must** include 3 items from the list below. All records provided **must** be in the name of the registrant and document the new business address.

- Current copy of a Florida driver license in your name.
- Copy of document indicating your company is a Florida corporation or is registered to conduct business as a foreign corporation in Florida.
- Copy of document indicating you are a resident of Florida and the principal owner of a Florida corporation.
- Current copy of a Federal income tax return, in your name, indicating the return was filed from your Florida address.
- Current copy of a tax bill indicating real estate or personal property taxes have been paid in your name for your Florida address.
- Current copy of a utility bill paid in your name for your Florida address.
- Copy of a vehicle title or registration for a vehicle titled in Florida in your name.

➤ **Sign and Date Your Renewal Application:**

- ✓ You must sign your renewal for it to be processed. Initials and abbreviations are not accepted.
- ✓ If you are signing as an officer of a company, you must include your title.
- ✓ If you are signing as an authorized agent, a Power of Attorney (HSMV 96440) must be included.
- ✓ In all cases, print your name under your signature.

➤ **Submitting Your Renewal Application:**

You may mail in your renewal application, file it electronically, or visit either of the walk-in service locations shown below. If you choose Sunshine State Fleet Management, you should call for an appointment. There is a processing fee in addition to the state mandated administrative fees at Sunshine State Fleet Management.

✓ Mail Department of Highway Safety and Motor Vehicles
Division of Motorist Services
BUREAU OF COMMERCIAL VEHICLE AND DRIVER SERVICES
Neil Kirkman Building, Room A-110, MS 62
2900 Apalachee Parkway
Tallahassee, Florida 32399-0626
(850) 617-3711

✓ Walk-in Neil Kirkman Building, Room B-138
2900 Apalachee Parkway
Tallahassee, FL 32399-0500

Sunshine State Fleet Management
2820 54th Avenue South
St. Petersburg, Florida 33712-4610
(727) 290-4203
www.SunshineState.com



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*PROVIDING HIGHWAY SAFETY AND SECURITY THROUGH EXCELLENCE
IN SERVICE, EDUCATION, AND ENFORCEMENT*

OUR VISION

A SAFER FLORIDA !